

**IMPORTANT**

**Remember to include your e-mail address when completing your application.**

Providing your e-mail address allows us to notify you via e-mail when we receive your application and when we issue your license. These e-mails will contain useful information on how to check the status of your application and how to verify licensure.

Some of our forms have not yet been modified to include e-mail addresses. If the attached form does not include an area in which to enter your e-mail address, or if you need more room, please write your e-mail address on the line below and attach this page to the front of your application. Thank you.

E-Mail: \_\_\_\_\_



**SECRETARY OF STATE**  
Professional Licensing Boards Division  
Georgia State Board of Accountancy  
237 Coliseum Drive  
Macon, Georgia 31217  
(478) 207-2440

**RE: TRANSFER OF GRADES IF CPA EXAMINATION WAS TAKEN IN GEORGIA**

**1. If you took the CPA Examination in Georgia after 1992** and you need your grades transferred to another state, please complete the attached form and mail to NASBA Licensing Services, GA Coordinator, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219 and include a \$30.00 check. If you have a form from another state to be completed, staple it to this form and mail it to that address also. They will complete the verification form, sign, seal and mail to the address you provide at the bottom of the form (Authorization for Transfer of Grades). This process usually takes from 4-6 weeks. Since 1992, all CPA grades have been maintained in Nashville, TN. Contact information for NASBA is: [cpaes-ga@nasba.org](mailto:cpaes-ga@nasba.org) Phone 800-272-3926.

**2. If you took the CPA Examination in Georgia before 1992** and you need your grades transferred to another state agency, please complete the attached form and mail directly to the Georgia Board office at the following address: Georgia State Board of Accountancy, 237 Coliseum Drive, Macon, GA 31217. NASBA Licensing Services will not have any record of grades prior to 1992. If you have a form from another state to be completed, staple it to this form and mail to the Georgia Board also. We will mail the completed form (with grades, verification, signature, and seal) to the address you give us at the bottom of the form (Authorization for Transfer of Grades). This process usually takes from 4-6 weeks. For each verification requested, with or without grades, there is a charge of \$25.00.

**3. RE: TRANSFER OF GRADES IF CPA EXAMINATION WAS TAKEN IN ANOTHER STATE**

**If you were licensed by Reciprocity in Georgia** and you need only verification of licensure in Georgia (not grades, the grades should be provided from the state where you sat and passed the CPA Examination), please complete the attached form and mail directly to the Georgia Board office at the following address: Georgia State Board of Accountancy, 237 Coliseum Drive, Macon, GA 31217. If you have a form from another state to be completed, staple it to this form and mail to the Georgia Board also. We will mail the completed form (verification, signature, and seal) to the address you give us at the bottom of the form (Authorization for Transfer of Grades). This process usually takes from 4-6 weeks. For each verification requested, with or without grades, there is a charge of \$25.00.

Thank you.

**GEORGIA STATE BOARD OF ACCOUNTANCY**

## GEORGIA STATE BOARD OF ACCOUNTANCY

### Authorization for Transfer of Uniform CPA Examination Grades

The Georgia State Board of Accountancy has authorized NASBA Licensing Services to transfer Uniform CPA Examination records to other boards of accountancy. Anyone requesting this service described on page 1, #1 should send this completed form, together with a \$30 check or money order payable to NASBA Licensing Services, to the following address. If you have any questions regarding the transfer of grades, call 800-272-3926 and ask for the GA Coordinator or e-mail at: [cpaes-ga@nasba.org](mailto:cpaes-ga@nasba.org). Allow four to six weeks for processing.

NASBA Licensing Services - Georgia Coordinator - 150 Fourth Avenue North, Suite 700 - Nashville, TN 37219  
Anyone requesting this service described on page 1 - Item #2 or #3, should send this completed form, together with a \$25 check or money order payable to The Georgia State Board of Accountancy, at the following address. If you have any questions regarding the transfer of grades, call 478-207-2440. Allow four to six weeks for processing.

The Georgia State Board of Accountancy – 237 Coliseum Drive - Macon, GA 31217 - (478) 207-2440

To Be Completed By Applicant (please print or type legibly)

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Last Name	First Name	Middle Init.	Maiden Name
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Street Address	City/State Zip Code
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( ) Daytime Telephone Number	( ) Business Phone Number	( ) Fax Phone Number
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Social Security Number*      --      --	E-Mail Address
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\*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED & DISCLOSED TO STATE & FEDERAL AGENCIES PURSUANT TO O.C.G.A. SECTION 19-11-1 & O.C.G.A. SECTION 20-3-295, 42 U.S.C.A. SECTION 551 & 20 U.S.C.A. SECTION 1001.

U.S. Citizen    ☐ Yes    ☐ No\*    (\*Submit most recent supporting documentation)

Have you taken the CPA examination in Georgia?    ☐ Yes    ☐ No

When did you pass the CPA examination in Georgia?    \_\_\_\_\_  
Month/Year

Did you take the examination under another name?    ☐ Yes    ☐ No    If YES, what name? \_\_\_\_\_

Do you have any conditional CPA examination credits?    ☐ Yes    ☐ No

If YES, in which sections of the examination do you have credit? \_\_\_\_\_ Expiring in \_\_\_\_\_

Are you licensed in any jurisdiction (State)?    ☐ Yes    ☐ No    If YES, which jurisdiction(s)? \_\_\_\_\_

License Number \_\_\_\_\_ Date Licensed \_\_\_\_\_

If you hold a Georgia license, were you licensed by?    ☐ Reciprocity    ☐ Examination

Georgia License Number \_\_\_\_\_

I authorize the Georgia Board of Accountancy and CPA Examination Services to provide any and all pertinent information regarding my grades on the Uniform CPA Examination to:

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Board of Accountancy

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Street Address	City/State/Zip Code
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Signature of Applicant	Date
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